

**Recreation Commission Meeting**  
**August 15, 2022**  
**5:30 p.m.**  
**Camp Kiwanee**  
**Needles Lodge**

Members present: Frank Milisi, Melissa Scartissi, Sheila Morse, Caroline Mills

Also present: Lisa Green, Town Administrator, Dori Jamieson, Roger Means, Madi Storey, Emily Brain, Jack O'Leary, Jen Harriot, Madison McGuiness

- Town Administrator reviewed the Caretaker Policy and Procedures  
Motion by Commissioner Mills to adopt Caretaker policy and procedures  
Second by Vice Chair Scartissi  
Voted 4-0

- Roger Means – update on kitchen policy and procedures -- Roger explained the workings of the new kitchen equipment to the caretakers.

Adriana Destefano – request to use Cranberry Cove for a freshman meet and greet, August 28, 2022 Noon to 3pm.

Motion by Commissioner Morse to approve meet and greet  
Second by Vice Chair Scartissi  
Voted 4-0

- Approval of minutes –  
Motion by Commissioner Morse to approve June 14, 2022 open session minutes  
Second by Commissioner Mills  
Vice Chair Scartissi abstains  
Voted 3-0-1

Motion by Vice Chair Scartissi to approve June 27, 2022 open session minutes  
Second by Commissioner Morse  
Voted 4-0

Motion by Commissioner Morse to approve July 18, 2022 open session minutes  
Second by Commissioner Scartissi  
Commissioner Mills abstains  
Voted 3-0-1

- Appointment of Facilities Manager – Roger Means  
Motion by Vice Chair Scartissi to approve appointment of Roger Means as Facilities Manager  
Second by Commissioner Morse  
Voted 4-0

- Discussion on vendor contracts: Paint Night with Kath, Roger's Wicked Fun Tours, Ariana's Arts and Crafts, Drama Kids, Steam up  
After much discussion it was decided to no longer offer the 80/20 split in revenue but to implement the following: To charge \$20.00 per hour to rent the Lodge with a two hour minimum, and for any additional hours, \$20.00., and to have a caretaker scheduled 30 minutes before and after the event.  
Motion by Vice Chair Scartissi to implement the above  
Second by Commissioner Morse  
Voted 4-0

- Submission of Town Meeting Articles  
Motion by Commissioner Scartissi to change the name from Recreation Commission to Camp Kiwanee Commission.  
Second by Commissioner Morse  
Voted 4-0

Motion by Commissioner Scartissi to change the range in the Town Meeting Warrant for the position of Event Planner from \$14.50 - \$17.00 to \$15.00 to \$25.00  
Second by Commissioner Mills  
Chairman abstains  
Voted 3-0-1

Motion by Commissioner Scartissi to change the following positions from a range of \$14.50 - \$17.00 to \$15.00 to \$25.00  
Caretaker, Facilities Manager, Beach Director, Water Safety Instructor, Life Guard  
Second by Commissioner Morse  
Voted 4-0

- Update to wage and personnel for Special Town Meeting – Submit the above mentioned articles to Town Administrator and Wage and Personnel
- Update of Policies and Procedures – This has been updated to reflect the change of Camp Kiwanee Commission if it is adopted at Town Meeting.  
Motion by Vice Chair to approve revision  
Second by Commissioner Morse  
Voted 4-0

- Vote on K & M Communications proposal for security cameras – The Town is in the process of moving all town buildings over to K & M Communications security cameras.\$19,380.00 with the three year option.  
Motion by Vice Chair Scartissi to approve  
Second by Commissioner Mills  
Voted 4-0

Caretaker Report – Roger updated the Commission on the kitchen updates.

Next meeting: September 12, 2022

Meeting adjourned: 7:30 p.m.

Respectfully submitted,

Dori Jamieson  
Admin Asst.